

Academic Probation and Suspension Procedure	Procedure Number	3.10P
	Effective Date	June 28, 2011

1.0 PURPOSE

In accordance with Board Policy 3.10 Academic Probation and Suspension, the purpose of this procedure is to establish standards for academic standing and to outline the procedures in which students may mitigate academic status of “probation” or “suspension.” This procedure also prescribes a course of action for students with an academic status of “probation” or “suspension” to facilitate their success.

2.0 REVISION HISTORY

Adopted on: 6/28/11
 Revised on: 5/30/14 (Edits Only)

3.0 PERSONS AFFECTED

Persons affected by this procedure include students, faculty, school deans, and Student Services staff, specifically Student Planning & Success and Student Records.

4.0 DEFINITIONS

- A. *Academic Standing* – This refers to the status of a student’s academic performance each semester. Statuses include “satisfactory,” “probation,” and “suspension.”
- B. *Satisfactory Standing* – Semester GPA of 2.0 or better
- C. *Academic Probation* – First semester of less than a cumulative 2.0 GPA. Student is restricted from subsequent enrollment until meeting with an Academic Advisor.
- D. *Academic Suspension* – Second consecutive semester of less than a cumulative 2.0 GPA: Student is restricted from re-enrolling for one semester.
- E. *Successful Completion* - Completion of a course with a grade higher than “U” “D” or “F”


5.0 PROCEDURES

- A. Students will be placed on academic probation when their cumulative grade point average (GPA) falls below a 2.0 and will be notified by the Student Records Office. The purpose of Academic Probation is to:
 - 1) Alert the student that he/she has not met academic standards
 - 2) Provide the student with the opportunity to assess his/her academic standing
 - 3) Offer options to help return the student to satisfactory standing

The first semester a student does not meet satisfactory academic standing; he/she will be placed on probation. The student will be required to meet with an Academic Advisor in Student Planning & Success to develop a success plan.

- B. The second consecutive semester a student does not meet satisfactory academic standing, he/she will be placed on academic suspension and required to take one semester off from classes at LCCC.
 - 1) Students may appeal this suspension in writing to the Director of Student Planning & Success and the College Registrar for an additional probationary semester.
 - 2) Students who appeal will be notified of the status of the appeal within ten business days of receipt of the appeal.
 - 3) After the one semester break from LCCC, or a successful appeal, an academically suspended student will be able to petition for re-enrollment by meeting with an Academic Advisor and completing an academic plan designed to help the student meet his/her personal academic goals

- C. Once a student's cumulative GPA is back at or above the 2.0 level, he/she is no longer on academic probation/suspension.
 - 1) Suspended students who achieve a semester GPA of 2.0 or higher but fail to raise their cumulative GPA above a 2.0 may continue taking classes at the discretion of the Academic Advisor.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Diane Drebin, Vice President Student Services	4/12/11
Approval by President's Cabinet		6/28/11
Approval by President (Signature)		6/30/11